



Direct Deposit Authorization – To be completed by the employee

This form authorizes Fourth HR ("Fourth") to deduct the net amount of your pay and deposit the funds into the bank that you indicated below. All requests that are being made into a checking account will include a voided check or photo copy of an original check. A letter from your bank or financial institution will be accepted as well. A deposit slip is not valid for checking accounts. All requests that are being made into a savings account will include a voided deposit slip or photo copy of an original deposit slip. Failure to provide these documents will result in non-processing. You can make up to three (3) different deposits for each pay period. Please use additional forms if needed. All checks issued in your name will be allocated according to the information provided below unless otherwise notified.

Client Company	BSBC Management Services, LLC
Employee Name	
Last Four of Social Security Number	
Restaurant Location	

Deposit Account # 1			
Type of Request Account Type	New	Change existing	Cancel Existing
	Checking		Savings
Bank or Financial Institution Name			
ACH Routing Number			
ACH Account Number			
Amount or Percentage of Net Pay	%	OR	\$

Deposit Account # 2			
Type of Request Account Type	New	Change existing	Cancel Existing
	Checking		Savings
Bank or Financial Institution Name			
ACH Routing Number			
ACH Account Number			
Amount or Percentage of Net Pay	%	OR	\$

By signing below I am authorizing Fourth to deposit my pay into the bank accounts listed above. I understand that it is my responsibility to notify Fourth or my Worksite Employer of any changes to my bank accounts at least 5 days before my next pay date. I also agree that should the wrong amount be deposited into my bank account at any time for any reason, Fourth has the right to debit the above bank accounts for the erroneous amount. If this amount is not in my bank account at the time of this debit, I agree to pay the erroneous amount to Fourth.

Employee Signature _____

Date _____

Required documents to process a direct deposit request are listed below:

- **For Bank or Fintwist Account:** This form completed and signed
- **For Bank Account:** Attach a voided check or deposit slip. A letter or any other documentation from your financial institution (including mobile pay apps like Venmo and Cash App that contains the routing number and account number are acceptable.
- **For Fintwist Account:** Attach the Fintwist card enrollment & consent form.

If required documentation is not provided your request will not be processed.

Submission Link



Venmo App Sign Up



Cash App Sign Up

